



MINUTES / ACTIONS

STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,
APRIL 1, 2014 HAS BEEN CANCELLED

AGENDA

STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, APRIL 2, 2014
9:00 A.M.

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:06 A.M. ON WEDNESDAY, APRIL 2, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS G. LEE GRIFFIN, D. SCOTT HUGHES, C. PETE FREMIN, AND SIDNEY TOBIAS. COMMISSIONER RONALD CARRERE ARRIVED AFTER ROLL CALL AT 9:08 A.M.

- Opportunity for Public Comment (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Request of State Civil Service to approve changes made to the Classification and Pay Plan since the October 2, 2013 Pay Hearing. (Details contained in General Circular No. 2014-005) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A THROUGH F, WITH EXHIBITS A & B BEING CONTINGENT UPON GOVERNOR'S APPROVAL; AND THE EFFECTIVE DATE OF ALL EXHIBITS TO BE SET BY DIRECTOR NO SOONER THAN TEN (10) DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.

- 2) Request of the Department of Natural Resources, Office of Conservation for an Individual Pay Adjustment in the amount of \$196.71 bi-weekly for Mark Champagne, Conservation Program Manager, for retention purposes in accordance with State Civil Service Rule 6.16 (c), effective April 2, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of the University of New Orleans to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective May 1, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 4) Request of State Civil Service to retroactively approve layoff avoidance measures to withhold performance adjustments, in accordance with State Civil Service Rule 17.6, for the following agencies, which submitted Layoff Avoidance Plans after October 1, 2012: Ferriday Housing Authority, Ponchatoula Housing Authority, Slidell Housing Authority and White Castle Housing Authority. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 5) Request of Jena Housing Authority to retroactively approve a layoff avoidance measure to withhold performance adjustments, in accordance with State Civil Service Rule 17.6, effective October 1, 2012. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Request of State Civil Service to ratify the interim approval of a layoff avoidance measure for Jena Housing Authority, in accordance with State Civil Service Rule 17.6, which was submitted after October 1, 2013. State Civil Service recommends ratification of the Director's interim approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 7) Request of State Civil Service to ratify the interim approval of a layoff avoidance measure for Colfax Housing Authority, in accordance with State Civil Service Rule 17.6, which was submitted after October 1, 2013. State Civil Service recommends ratification of the Director's interim approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 8) Request of State Civil Service to ratify the interim approval of a layoff avoidance measure for White Castle Housing Authority, in accordance with State Civil Service Rule 17.6, which was submitted after October 1, 2013. State Civil Service recommends ratification of the Director's interim approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 9) Request of State Civil Service to ratify the interim approval of layoff avoidance measures, in accordance with State Civil Service Rule 17.6, which were submitted after October 1, 2013, for the following agencies: Grambling State University, Nicholls State University, LA State Board of Private Security Examiners, Addictive Disorder Regulatory Authority, New Iberia Housing Authority, Morgan City Housing Authority, Westwego Housing Authority, Simmesport Housing Authority, Slidell Housing Authority, Denham Springs Housing Authority, and Erath Housing Authority. State Civil Service recommends ratification of the Director's interim approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 10) Request of the Office of the Lieutenant Governor and the Department of Culture, Recreation and Tourism for an exception to State Civil Service Rule 17.6, in accordance with State Civil Service Rule 17.3, to grant performance adjustments via a lump-sum payment, effective April 2, 2014. State Civil Service recommends approval based on a calculation date of October 1, 2013. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED WITH A CALCULATION DATE OF OCTOBER 1, 2013.**

- 11) Consideration of the Minutes of the Commission Meeting held on March 5, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 12) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Southwest Louisiana War Veterans Home
 - Louisiana Department of Veterans Affairs
 - SOWELA Technical Community College
 - Louisiana Public Service Commission
 - Louisiana Office of Student Financial Assistance
- (Appearance by Melinda Robert of the Department of Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, APRIL 2, 2014

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 13) Request of the Department of Treasury to exempt from the classified service, one (1) special Projects Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2014 through April 6, 2017. **State Civil Service recommends approval effective April 7, 2014 through January 11, 2016.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED, EFFECTIVE APRIL 7, 2014 THROUGH JANUARY 11, 2016.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 04-02-14 #13** as the reference when transmitting this information.)
- 14) Request of the University of Louisiana at Lafayette to establish a Premium Pay policy, in accordance with State Civil Service Rule 6.16(a), for Police Officer job titles in the amount of up to \$3.65 per hour, for all hours worked, effective April 2, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 15) Request of the Winnfield Housing Authority to amend its Rewards and Recognition policy, in accordance with State Civil Service Rule 6.16.1, effective April 2, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 16) Request of the Louisiana State Employees' Retirement System to exempt from the classified service, one (1) Director of Alternatives position and one (1) Director of Public Markets position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2014 through April 6, 2017. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position numbers for incumbents must be emailed to misty.mcafee@la.gov. Please use **CSC 04-02-14 #16** as the reference when transmitting this information.)

- 17) Request of the Department of Health and Hospitals, Office of Behavioral Health, East Louisiana Mental Health System to exempt from the classified service, one (1) Liaison Officer, in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2014 through April 1, 2018. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 04-02-14 #17** as the reference when transmitting this information.)
- 18) Request of State Civil Service to ratify the interim approval of a layoff avoidance measure for Leesville Housing Authority, in accordance with State Civil Service Rule 17.6, which was submitted after October 1, 2013. **State Civil Service recommends ratification of the Director's interim approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 19) Request of State Civil Service to retroactively approve layoff avoidance measures to withhold performance adjustments, in accordance with State Civil Service Rule 17.6, for the following agencies, which submitted Layoff Avoidance Plans after October 1, 2012: Church Point Housing Authority and Cottonport Housing Authority. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 20) Request of State Civil Service to ratify the interim approval of layoff avoidance measures to withhold performance adjustments, in accordance with State Civil Service Rule 17.6, for the following agencies, which submitted Layoff Avoidance Plans after October 1, 2013: Church Point Housing Authority and Cottonport Housing Authority. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 21) Request of the Division of Administration to extend authority to exempt from the classified service, seven (7) Information Technology positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2014 through September 30, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
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- Director's Report

- **RAINETTE STEPHENS PROVIDED A BRIEF PRESENTATION TO THE COMMISSION ON THE TOPIC OF "BAN THE BOX".**
- **REPRESENTATIVE PAT SMITH PROVIDED THE COMMISSION WITH SOME DETAILS OF A BILL BEING CONSIDERED IN THIS YEAR'S LEGISLATIVE SESSION PERTAINING TO "BAN THE BOX". SHE ALSO WANTED TO PUBLICLY COMMEND DIRECTOR TEMPLET AND STAFF FOR THEIR DUE DILIGENCE RESEARCHING THIS MATTER.**
- **DIRECTOR TEMPLET INFORMED THE COMMISSION OF THE IMPLEMENTATION OF A STATEMENT OF AGREEMENT AND UNDERSTANDING – EMPLOYMENT IN A NON-PERMANENT POSITION FOR ALL NEW JOB APPOINTMENTS, CLASSIFIED WAE, AND UNCLASSIFIED WAE APPOINTMENTS, EFFECTIVE APRIL 1, 2014.**

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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals and pending litigation concerning the Commission. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS AND PENDING LITIGATION CONCERNING THE COMMISSION.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:45 A.M. ON WEDNESDAY, APRIL 2, 2014.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN